

**Proposed  
2018<sup>9</sup> Revision**

<b>NAME OF COMMITTEE</b>	<b><i>BUDGET COMMITTEE</i></b>
<b>COMMITTEE CHARGE</b>	The Bakersfield College Budget Committee is a governance committee that supports the college mission, goals and values through the comprehensive evaluation of data relevant to the college annual planning process for resource allocation and development of strategies to maximize funding.
<b>SCOPE OF AUTHORITY</b>	All members regardless of individual interests will focus on budget processes and procedures, to ensure alignment of college-wide planning and budget allocations.
<b>TASKS, GOALS AND OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Identify and acquire the necessary education to function effectively as committee members.</li> <li>• Recommend a timeline for budget development that takes into account district and state budget deadlines and time for review, response and changes in the proposed allocations before the final decisions are made.</li> <li>• Annually review and modify, and communicate the criteria that will be used in making budget decisions for the coming fiscal year.</li> <li>• Monitor funding formula terms to devise strategies to maximize funding.</li> <li>• Establish clearly articulated processes for reviewing budget requests.</li> <li>• Design and implement a mechanism that allows for timely college review, input, and modification to the proposed budget before it is submitted to the Board of Trustees for approval.</li> <li>• Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms. Develop a communication plan to keep the college apprised of information that impacts the budget.</li> <li>• Meet at least once a month during the fall and spring semesters with possible meetings during the summer. Annually assess the budget development process.</li> <li>• Advocate for timely budget projections from the district office.</li> <li>• Provide a representative to participate in the district's Budget Allocation Model review.</li> </ul>
<b>ALIGNMENT WITH ACCREDITATION</b>	<ul style="list-style-type: none"> <li>• Standard III.D – Financial Resources</li> <li>• Standard IV.A.3 – Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.</li> </ul>
<b>REPORTS TO AND COMMUNICATES WITH</b>	College President, College Council, Academic Senate, Faculty Chairs, Staff and Students

MEMBERS

The committee is chaired by the Vice President of Finance and Administrative Services and Faculty Co-Chair. Representatives as follows:

- College President
- Vice President of Instruction
- Vice President of Student Affairs
- Academic Senate President
- 1 dean or director. Term: 3 years
- 5 faculty appointed by the Academic Senate. Term: 3 years (staggered). **At least one should be a faculty department chair.** No two from the same department.
- The CSEA President or classified designee from College Council
- 3 classified staff representatives appointed by the CSEA. One representative each from Student Affairs, Finance and Administrative Services, and Instruction. Term: 3 years (staggered)
- 1 or 2 Student Government Association representatives. Term: 1 year
- 1 Program Review Committee Liaison **(10/15 JE made changes)**
- **2 Budget Analysts (10/15 JE made changes)**
- **Manager of Financial Information (10/15 JE made changes)**
- Representatives from other committees or those with particular expertise may be brought in as needs arise for short-term consultation

*Approved by Academic Senate, XX/XX/XX  
Approved by College Council, XX/XX/XX*